

## **Internal Control Assessment Travel Vouchers**

### **Purpose**

To ensure that FSA employees submit travel vouchers within five business days upon return from their travel.

### **Background**

In accordance with the Federal Travel Regulation (FTR), FSA employees are required to submit a travel voucher within five business days upon return from their travel. Travel vouchers must contain the following information:

- Traveler identification;
- Detailed transportation costs;
- Accounting classification;
- Chronological schedule of expenses; and
- Claims and certifications

All required receipts, car rental agreements, weight certificates and/or bills of lading and travel authorizations must be attached to the travel voucher(s).

### **Internal Control Standard**

FSA employees must submit a proper travel voucher within five business days upon return from their travel.

### **Assessment of FSA's Compliance\***

We interviewed FSA's travel management team and determined that submission of proper travel vouchers is being completed within five business days.

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\* The actual testing phase including interviews and examination of sampled records has not yet occurred. This write-up is only a sample of what may be discovered during the testing phase of the FMFIA process.